



State of Rhode Island and Providence Plantations
RHODE ISLAND BOARD OF EDUCATION
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TO: Members of the Rhode Island Board of Education

FROM: Ken Wagner, Ph.D., Commissioner of Elementary and
Secondary Education

Brenda Dann-Messier, Ed.D., Commissioner of Postsecondary
Education

**RE: Discussion of Guidance Document to support the Regulations
for Dual Enrollment**

On May 30, 2018, the Board of Education discussed and approved
revisions to the Board of Education Regulations for Dual Enrollment.

In that discussion, the Board of Education directed the Office of the
Postsecondary Commissioner and the Department of Elementary and
Secondary Education to develop an associated guidance document.

The enclosed document is intended to provide clarity to local education
agencies and public institutions of postsecondary education that are
involved in dual and concurrent enrollment by:

- Identifying roles and responsibilities, and
- Presenting a timeline of budget and enrollment activities.

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RI DUAL AND CONCURRENT ENROLLMENT NON-REGULATORY GUIDANCE

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Purpose

This non-regulatory guidance is written to assist Rhode Island’s local education agencies and public institutions of higher education in understanding and implementing the requirements of the revisions to the Regulations for Dual and Concurrent Enrollment that were adopted by the Rhode Island Board of Education at its May 30, 2018 meeting. With the support of the Governor and the General Assembly, Rhode Island has expanded dual and concurrent enrollment courses with Rhode Island’s public postsecondary institutions to allow qualified secondary students to earn college credit. These Regulations and the actions they put into place are meant to expand early college access, especially among students who are underrepresented in postsecondary education. It is the intent and responsibility of the Rhode Island Department of Elementary and Secondary Education (RIDE) and the Rhode Island Office of the Postsecondary Commissioner (RIOPC) to work together to ensure that early college access for secondary students is provided to the fullest extent and that the participation of public institutions of higher education is fully supported.

This document is intended to provide clarity to local education agencies and public institutions of higher education that are involved in dual and concurrent enrollment by:

- Identifying roles and responsibilities, and
- Presenting a timeline of budget and enrollment activities.

Roles and Responsibilities

The following identify specific responsibilities of each organization and agency that supports students in accessing dual and concurrent enrollment with Rhode Island’s public postsecondary institutions, including: Local Education Agencies which govern public secondary schools; the public institutions of higher education; the Rhode Island Office of the Postsecondary Commissioner; and, the Rhode Island Department of Elementary and Secondary Education.

Local Education Agencies (LEAs) are responsible for:

1. Adopting a dual and concurrent enrollment policy and providing students and their families with information about dual and concurrent enrollment coursework requirements; and
2. Establishing local eligibility criteria for student participation consistent with the policies of the higher education institutions, with the understanding that students must meet local eligibility criteria and institutional eligibility criteria in order to participate in dual and concurrent enrollment courses; and
3. Including student course participation and course outcomes on secondary transcript; and
4. Remitting to RIOPC tuition payments for secondary students who enroll in the full-time dual enrollment program at CCRI as a part of their high school experience, per the regulations for dual enrollment; and
5. Fulfilling all other responsibilities described in the regulations for dual enrollment.

Public institutions of higher education, consisting of the Community College of Rhode Island (CCRI), Rhode Island College (RIC), and the University of Rhode Island (URI), are responsible for:

1. Offering courses for dual enrollment and sharing this information with schools and LEAs; and
2. Reviewing and approving the qualifications of instructors of concurrent enrollment courses at secondary public schools; and
3. Assigning staff to coordinate and oversee the selection and delivery of dual and concurrent enrollment courses in partnership with K-12 stakeholders; and
4. Providing appropriate orientation to instructors of dual and concurrent enrollment courses; and
5. Providing information about secondary student participation in dual and concurrent enrollment courses to RIOPC; and
6. Fulfilling all other responsibilities described in the regulations for dual enrollment.

The **Rhode Island Office of the Postsecondary Commissioner (RIOPC)** is responsible for:

1. Under the authority of the Commissioner of Postsecondary Education, entering into a memorandum of understanding with the public institutions of higher education to allocate funding; and
2. Invoicing LEAs for tuition payments for secondary students who enroll in the full-time dual-enrollment program at CCRI; and
3. Cooperating with public institutions of higher education, RIDE, LEAs, and schools to ensure accurate and timely reporting of student participation and performance data; and
4. Managing a process through which students may request alternative full-time enrollment programs; and
5. Fulfilling all other responsibilities described in the regulations for dual enrollment.

The **Rhode Island Department of Elementary and Secondary Education (RIDE)** is responsible for:

1. Cooperating with public institutions of higher education, RIOPC, LEAs, and schools to ensure accurate and timely reporting of student participation and performance data; and
2. Providing to LEAs consolidated information about dual and concurrent enrollment coursework requirements and the potential benefits and consequences of dual and concurrent enrollment; and
3. Fulfilling all other responsibilities described in the regulations for dual enrollment.

Timeline of Key Annual Budget and Enrollment Activities

The information in this section is intended to inform all agencies and organizations in their planning processes. Since the planning for a year begins in the prior year, in the timelines below, “Fiscal Year 0” or “FY0” identify activities that take place in the year prior to the course offerings. “Fiscal Year 1” or “FY1” identifies activities that take place in the year of the course offerings.

Program Budget Process

The Program Budget Process begins in the August in the year prior to course offerings and includes three budget review processes, outlined below.

MONTH	BUDGET ACTION ITEM
AUGUST, FY0	<ul style="list-style-type: none"> • RIDE and OPC work together to develop a student participation estimate.
OCTOBER, FY0	<ul style="list-style-type: none"> • Public postsecondary institutions provide a list of proposed concurrent enrollment options, anticipated sections, and anticipated enrollment. • OPC works with RIDE to adjust the student participation estimate based on postsecondary concurrent enrollment estimates, and OPC creates a "Student Participation Estimate Budget." • OPC integrates the Student Participation Estimate Budget into OPC's budget. • The Council on Postsecondary Education votes on OPC's budget. • The Board of Education votes on OPC's Budget. <ul style="list-style-type: none"> ○ If the Council and Board approve the participation estimate, RIDE will communicate to schools to move ahead with course planning. ○ If the Council/Board makes changes, OPC will work with institutions to make adjustments to participation estimates, in consultation with RIDE.
JANUARY, FY0	<ul style="list-style-type: none"> • The Governor proposes a state budget. <ul style="list-style-type: none"> ○ If the proposed budget includes the requested student participation estimate budget, RIDE will communicate to schools to move ahead with course planning. ○ If the proposed budget makes changes to the student participation estimate budget, OPC will work with RIDE and the institutions to make adjustments to the student participation estimate while maintaining student access to programming. Changes will be subject to the approval of both Commissioners.
JUNE, FY0	<ul style="list-style-type: none"> • The General Assembly approves a state budget. <ul style="list-style-type: none"> ○ If the enacted state budget includes the student participation estimate budget, RIDE will communicate to schools to move ahead with course planning. ○ If the enacted state budget makes changes to the student participation estimate budget, OPC will work with RIDE and the institutions to develop a plan to address any projected shortfall in the budget while maintaining student access to programming. Changes will be subject to the approval of both Commissioners.
OCT, FY1	<ul style="list-style-type: none"> • Budget Use for fall term is reviewed. <ul style="list-style-type: none"> ○ If October enrollment reports indicate higher than projected student enrollment which would require a revision to the budget, OPC will work with institutions to first determine if a supplemental budget request should be put forward for consideration by the Council on Postsecondary Education, Board of Education, Governor, and General Assembly. If the supplemental budget request is not approved, OPC and the institutions will work in consultation with RIDE to develop a plan to address any projected shortfall in the budget while maintaining student access to programs.

Program Enrollment Process

The Program Enrollment Process begins in October in the year prior to course offerings and includes course identification, registration and participation as described below. Note that if institutions cancel any approved dual and concurrent enrollment courses at any point, they will work with schools to ensure students have access to comparable courses

MONTH	BUDGET ACTION ITEM
OCTOBER, FY0	<ul style="list-style-type: none"> Public postsecondary institutions provide a list of proposed concurrent enrollment options, anticipated sections, and anticipated enrollment. Alongside the budget, the Council on Postsecondary Education votes to approve concurrent enrollment lists. Alongside the budget, the Board of Education votes to approve concurrent enrollment lists.
DECEMBER, FY0	<ul style="list-style-type: none"> High Schools finalize their FY1 course schedule. Schools begin FY1 registration for high school courses.
MARCH, FY0	<ul style="list-style-type: none"> Majority of schools complete FY1 high school course registration.
APRIL, FY0	<ul style="list-style-type: none"> Students apply for CCRI's full-time dual enrollment Running Start program.
MAY FY0	<ul style="list-style-type: none"> CCRI provides Running Start student enrollment information to OPC. OPC notifies schools of full-time enrollment costs.
JUNE – SEPTEMBER, FY1	<ul style="list-style-type: none"> Students participating in fall dual enrollment courses register with respective institutions.
SEPTEMBER, FY1	<ul style="list-style-type: none"> Students register for fall concurrent enrollment courses at their high school online with the course's respective institution. Students begin fall concurrent enrollment courses at their high school. Students begin fall dual enrollment courses at postsecondary institution.
DECEMBER – JANUARY, FY1	<ul style="list-style-type: none"> Students participating in spring dual enrollment courses register with respective institutions.
JANUARY, FY1	<ul style="list-style-type: none"> Students register for spring concurrent enrollment courses at their high school online with the course's respective institution. Students begin spring concurrent enrollment courses at their high school. Students begin spring dual enrollment courses at postsecondary institution.